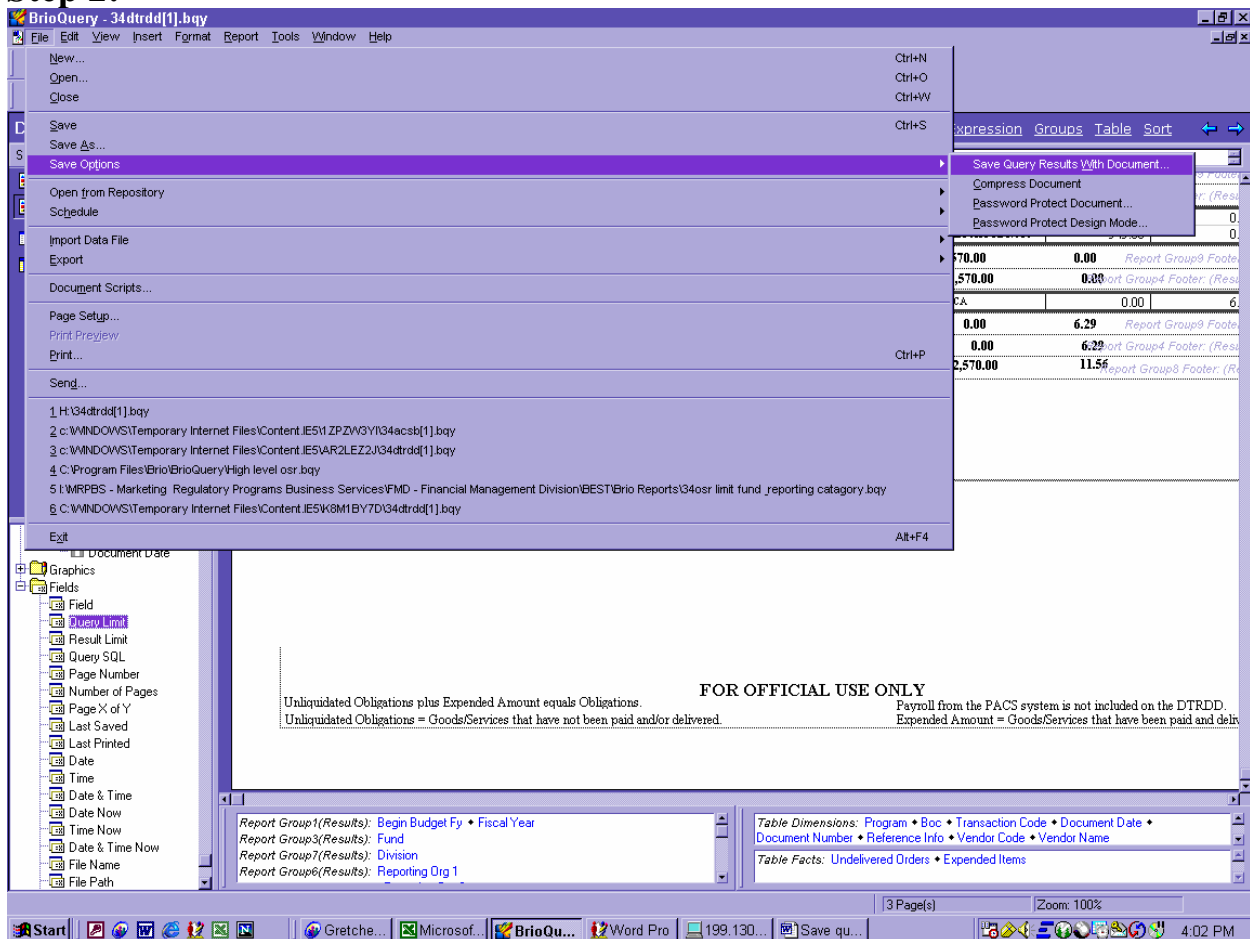


SAVING A QUERY WITH RESULTS

- You would use this to send a user via an e-mail a copy of the report they need without the person running the report them self. All the person needs is either Brio Quickview or Brio Insight to view a report and print it off.
- Note: A uncompiled report can be sent this way, a Quickview User and Insight User can view it but can't run the report.

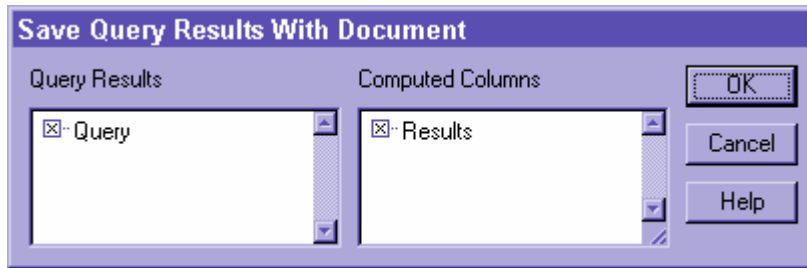
Step 1: Run the report with the criteria of the person who will be receiving the data.

Step 2:



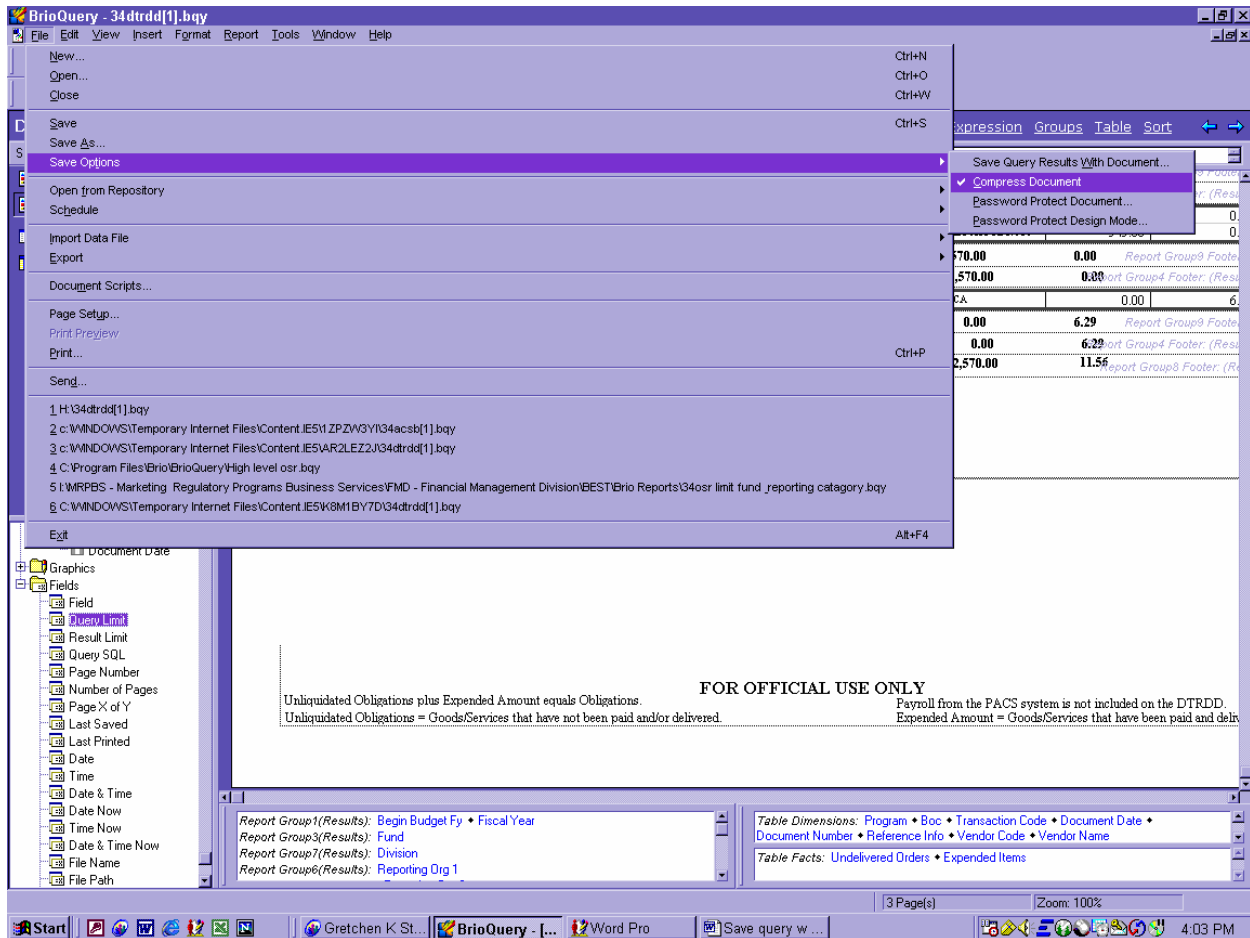
2. Go to **File, Save Options** and <click> on **Save Query Results with Document**.

Step 3:



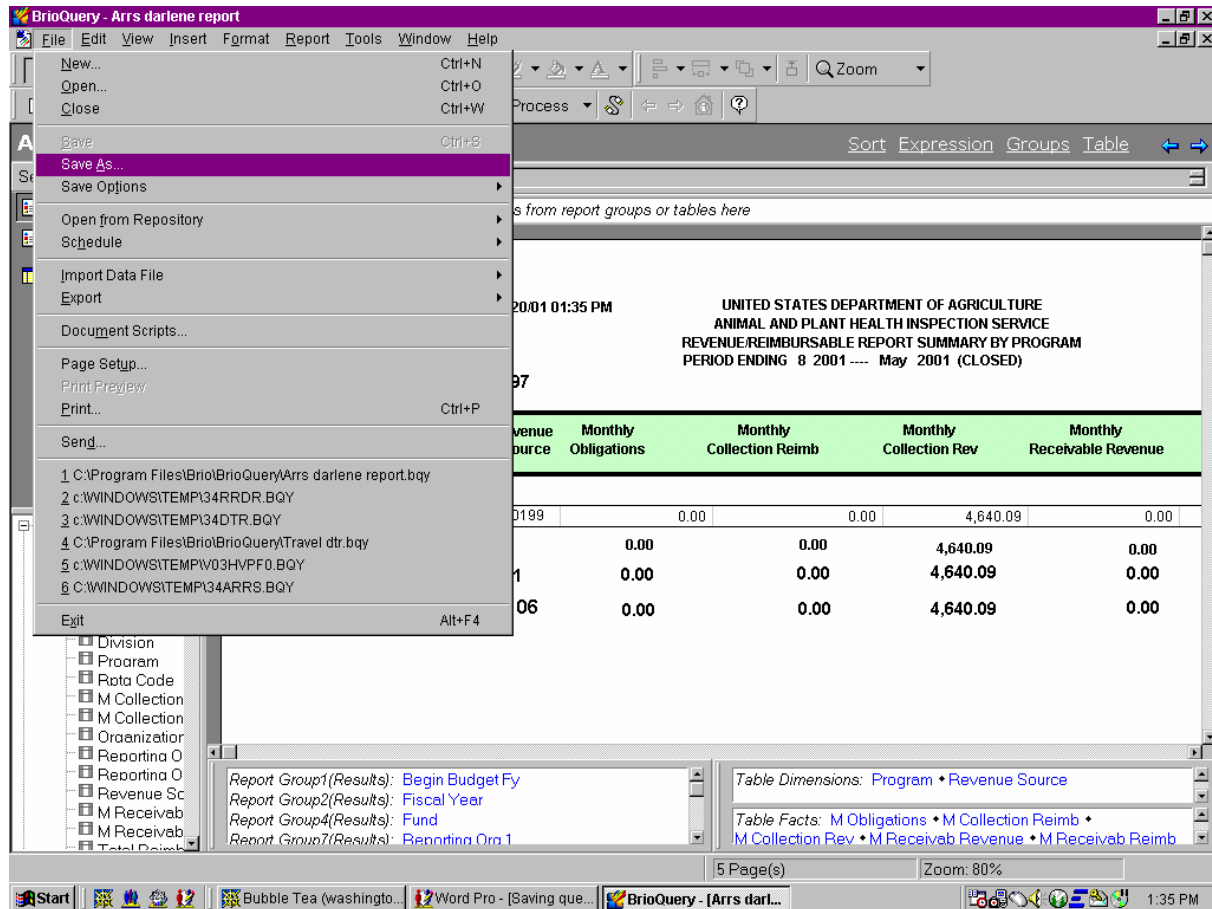
3. <Check> the box next to **Query** and <Check> the **Results** box and <click> **OK**.

Step 4:



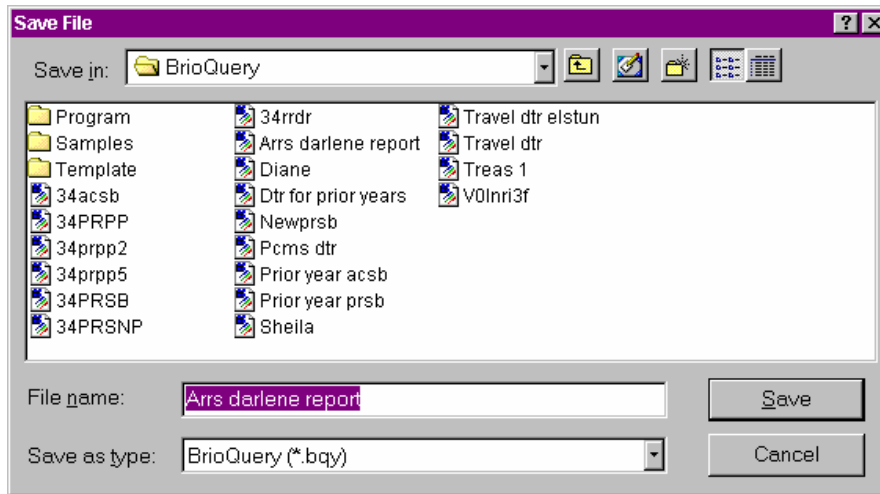
4. Got to **File, Save Options**, and <click> on **Compress Document**. This will leave a checkmark by Compressed Document. This option makes the document smaller which is an important option when you're sending this to people on RDL.

Step 5:



5. Got to **File**, and <click> on **Save As**.

Step 6:



6. **Save** the document in a location and remember where it is located. The report now can be sent to anyone as an attachment that is detachable.

Step 7: Send the report as you would any e-mail with an attachment.